

DRAFT APPENDIX 4 – Annual Report Questions for Secondary Permittees

Secondary Permittees are required to submit annual reports online or in a format provided by Ecology, upon request, pursuant to Permit condition S9.

S6.D Stormwater Management Program

1. **Attach** updated annual Stormwater Management Program Plan (SWMP Plan) or website address in the *Comments* field where it can be found (S6.A.2).
2. **Attach** a map of any jurisdictional boundary changes resulting in an increase or decrease in the Secondary Permittee's geographic area of coverage during the reporting period.
(Required annually, S9.E.5)

S6.D.1 Public Education and Outreach

1. Labeled all storm drain inlets owned or operated by the Secondary Permittee that are located in maintenance yards, in parking lots, along sidewalks, and at pedestrian access points. (New Secondary Permittee – Required no later than four years from initial date of Permit coverage, S6.D.1.a)
2. Re-labeled all storm drain inlets with labels when no longer clearly visible and/or easily readable within 90 days. (Required no later than four years from initial date of Permit coverage, S6.D.1.a)
3. (**Public ports, colleges, and universities only**) Distributed educational information to tenants and residents about the impact of stormwater discharges on receiving waters and steps that can be taken to reduce pollutants in stormwater runoff. (Required no later than three years from initial date of Permit coverage, S6.D.1.b)

S6.D.2 Public Involvement and Participation

4. Made the annual report and SWMP Plan available on website. (Required annually no later than May 31, S6.D.2.a & b)

S6.D.3 Illicit Discharge Detection and Elimination

5. Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern non-stormwater discharges. (Required after initial date of Permit coverage, S6.D.3.a)
6. Implemented policies to prohibit illicit discharges and identified enforcement mechanisms. (New Secondary Permittee – Required no later than one year from initial date of Permit coverage, S6.D.3.b)
7. Implemented an enforcement plan to ensure compliance with policies to prohibit illicit discharges. (New Secondary Permittee – Required no later than 18 months from initial date of Permit coverage, S6.D.3.b.)
8. Developed a map of the storm sewer system showing all known storm drain outfalls, receiving waters, and areas contributing runoff to each outfall. (New Secondary Permittee – Required no later than 4 and a half years from initial date of Permit coverage, S6.D.3.c)
9. No later than December 31, 2026, maintained an electronic map of the MS4 showing all known storm drain outfalls, receiving waters, and areas contributing runoff to each outfall. Made the map available on request to Ecology or others. (New Secondary Permittee – Required no later than four and one half years from initial date of Permit coverage, S6.D.3.c)
10. Submitted locations of all known MS4 outfalls, including size and material, (S5.D.3.c.ii. March 31, 2027). The data shall be in one of the following formats and templates:
 - a. [ESRI file geodatabase template](#)¹ (feature class in a .gdb).
 - b. [Shapefile template](#)²
 - c. ArcGIS Online template (sharing template a or b via ArcGIS Online).
 - d. [Excel template](#)³
11. Conducted field inspections and visually inspected for illicit discharges at approximately one third of all known MS4 outfalls. (New Secondary Permittee – Required no later than two years from initial date of Permit coverage, S6.D.3.d)

¹ <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.gdb.zip>

² <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.shape.zip>

³ <https://fortress.wa.gov/ecy/ezshare/wq/permits/MS4GP.Mapoutfall.prelim.excel.xlsx>

12. Implemented procedures to identify and remove illicit discharges. (New Secondary Permittee – Required no later than two years from initial date of Permit coverage, S6.D.3.d)
13. Number of illicit discharges, including illicit connections, eliminated during the reporting period. (S6.D.3.d)
 - 13a. **Attach** a summary of each illicit discharge discovered and actions taken to eliminate each of the discharges. (S6.D.3.d)
14. Implemented a spill response plan that includes coordination with a qualified spill responder. (New Secondary Permittee – Required no later than four and one-half years from initial date of Permit coverage, S6.D.3.e)
15. Provided staff training or coordinated with existing training to educate staff on proper BMPs for preventing illicit discharges, including spills, as described in S6.D.3.f. (New Secondary Permittee – Required no later than two years from initial date of Permit coverage)

S6.D.4 Construction Site Stormwater Runoff Control

16. Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern construction phase stormwater pollution prevention activities, if applicable. (Required after initial date of Permit coverage, S6.D.4.a)
17. Ensured that all applicable construction projects under the functional control of the Secondary Permittee obtained NPDES Permit coverage. (Required after initial date of Permit coverage, S6.D.4.b)
18. Coordinated with local jurisdictions on construction projects owned or operated by other entities that discharge into Secondary Permittee's MS4, as per S6.D.4.c. (Required after initial date of Permit coverage)
19. Provided training for relevant staff in erosion and sediment control BMPs and requirements, or hired trained contractors to perform the work for all construction projects owned and operated by the Secondary Permittee. (Required after initial date of Permit coverage, S6.D.4.d)
20. Provided access, as requested, for inspection of construction sites under the control of the Secondary Permittee during the land disturbing activity and/or construction period. (Required after initial date of Permit coverage, S6.D.4.e)

S6.D.5 Post-Construction Stormwater Management for New Development and Redevelopment

- 21.** Complied with all relevant ordinances, rules, and regulations of the local jurisdiction(s) that govern post-construction stormwater pollution prevention activities, including proper operation and maintenance of the MS4. (Required after initial date of Permit coverage date, S6.D.5.a)
- 22.** Coordinated with local jurisdiction regarding projects owned or operated by other entities which discharge into the Secondary Permittee's MS4. (Required after initial date of Permit coverage, S6.D.5.b)

S6.D.6 Pollution Prevention and Good Housekeeping for Municipal Operations

- 23.** Implemented an Operation and Maintenance program. (New Secondary Permittee – Required no later than three years from initial date of Permit coverage, S6.D.6.a)
- 24.** Updated O&M Plan no later than July 1, 2027 (S6.D.6.a).
- 25.** Established and implemented maintenance standards for stormwater collection and conveyance systems as described in S6.D.6.a.i. (New Secondary Permittee – Required no later than three years from initial date of Permit coverage, S6.D.6.a.i)
- 26.** Conducted spot checks of potentially damaged permanent stormwater facilities after major storms. (New Secondary Permittee – Required no later than three years from initial date of Permit coverage, S6.D.6.a.i)
- 27.** Developed and implemented a Stormwater Pollution Prevention Plan (SWPPP) for material storage areas, heavy equipment maintenance or storage yards not covered by another NPDES Permit that authorizes stormwater discharges associated with the activity. (New Secondary Permittee – Required no later than three years from initial date of Permit coverage, S6.D.6.a.vi)
- 28.** Have NPDES Permit coverage for Industrial Stormwater General Permit for all applicable industrial facilities operated by the Permittee, or another NPDES Permit that authorizes surface water discharges associated with the activity. (Required after initial date of Permit coverage, S6.D.6.b)
- 29.** Implemented a program designed to train staff to carry out the Operations and Maintenance Plan, as described in S6.D.6.d. (Required no later than three years from initial date of Permit coverage)

S7. Compliance with Total Maximum Daily Load Requirements

- 30.** Is there an approved Total Maximum Daily Load (TMDL) applicable to stormwater discharges from a MS4 owned or operated by the Permittee? (S7)
- 31.** Complied with the specific requirements identified in Appendix 2. (S7.A)
- 32.** **Attach** status report of TMDL implementation. (S7.A)

General Conditions

- 33.** Notified Ecology of the failure to comply with the Permit terms and conditions within 30 days of becoming aware of the non-compliance. (G20)
- 34.** Notified Ecology immediately in cases where the Permittee becomes aware of a discharge into or from the Permittee's MS4 which may constitute a threat to human health, welfare, or the environment. (G3)
- 35.** Took appropriate action to correct or minimize discharges into or from the MS4 which could constitute a threat to human health, welfare, or the environment. (G3.A)

S4. Compliance with Standards

- 36.** If applicable, **attach** a summary of the status of implementation of any actions taken pursuant to S4.F, and the status of any monitoring, assessment, or evaluation efforts conducted during the reporting period. (S4.F.3.d)